🗑 Delete a User Defined Field

Accounting Specialists and **Card Administrators** can delete a UDF by completing the following steps.

1. Click the **Administration** tab.

2. Click **Manage Organizations**, select **User Defined Fields** and click **Modify**. The *Select OTC Endpoint* screen appears.

3. Select the highest level organization for which you want to delete the UDF. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.

4. Click the **Delete** checkbox next to the appropriate field and click **Next**. The *Step 3 of 3: Review* page appears. Select the plus sign next to the UDF to expand it.

> **ⓘ Application Tip**
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> A UDF, during deposit processing, cannot be modified if it is associated with a deposit that is in **Draft** or **AWAP** status. Only the **Card Processing** activity will be active.

5. Verify the correct information is marked for deletion and click **Submit**. A confirmation page appears showing that the UDF data has been saved to the database.

> **ⓘ Application Tip**
>
> Click **Edit** to make additional changes before submitting the data and return to Step 4.

> **ⓘ Application Tip**
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> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Create UDF** to create a new UDF.
> - Click **Next** to advance to the next page.
> - Click **Previous** to return to the previous page.
> - Click **Edit** to make additional changes to a UDF.
> - Click **Submit** to complete the process and display the Confirmation page.
> - Click **Return Home** to return to the OTCnet Home Page.